

City of Harrisonrg Electoral Board Minutes
Monday, March 3, 2025

1. Call to Order: The Meeting was called to Order at 9:04 AM
2. Welcome and Introduction:
3. Approval of Agenda: All voted in favor
4. Approval of Minutes: All voted to approve Minutes of February3, 2025
5. Report from Director of Elections:
 1. As a member of the VRAV legislative committee, Mark has been tracking election related legislations. The GA ended its session (Sine Dine) on Saturday, March 1, 2025.
 2. 2025 LESS: Mark and Bud Ritchie have completed the first part of the 2025 LESS. We reviewed the same during closed session. Mark will now send it to ELECT.
 3. Staffing: Mark is working with Human Resources and hopes to have a part time vacancy, in his office, posted very soon. This position is vacant with the resignation of Tracey Condit, who has moved from the area. Mark hopes to have this part time position filled before early voting starts for the June primary.
 4. Officers of Election: Ms. Gerald sent out the 2025 survey to OoE's on February 19, 2025. She has received communications from 60 persons who plan to continue to work in either the primary or General Election in 2025. Two persons have decided not to continue with this type of work. Mark is hopeful to hear from the other half of these 120 OoE surveys that were sent out.
 5. Security Policies & Guidelines 2025. Mark included a draft version for 2025 in our packet. He has made edits to the document to reflect the new poll pad system and cages. The entire Electoral Board Members are asked to review and discuss at our next meeting. Updates to the Security Policies & Guidelines will be sent to ELECT before the May meeting.
 6. KNOWiNK: Included in our packet was a press release dated February 20, 2025. The U.S. Election Assistance Commission (EAC) announced the first federally certified electronic poll book during the agency's public hearing on election technology. KNOWiNK's Poll Pad 3.6 is the first to complete the EAC's voluntary Electronic Poll Book Certification Program.
6. New Business – No New Business
7. Unfinished Business – No Unfinished Business
8. Public Comment – No Public Comment
9. **Motion for Closed Session @10:01 AM to discuss Personnel matters pursuant to Section 2.2-3711of the Code of Virginia, as amended, to discuss Election Security practices pursuant to Section 24.2-410.2 Of the Code of Virginia**
10. Return to Public Session @ 10:51 AM, certification of Closed Session by roll call vote.
Call (Yes), Burner (Yes), Sanders (Yes)

Statement: To the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the closed session.

11. Adjournment: The meeting was adjourned @ 10:52 AM

IMPORTANT DATES: 3/23 – 3/25/25 VEBA Conference; 4/3/25 – Deadline for primary candidates to submit paperwork; -5/02/25 – Start of Early Voting for June Primary; 5/12/25 – Locality Election Security Standards report due to ELECT; 06/17/25 – Election Day for June Primary; 08/01/25 – General Registrar's Evaluation due to ELECT; 9/19/25 – Start of Early Voting for General Election; General Election – 11/4/25.

The next schedule meeting of the Electoral Board will be Monday, April 14, 2025 @ 9:00 AM

Respectfully submitted by Ramona Sanders, Secretary, City of Harrisonburg Electoral Board, Monday,
March 3, 2025